QUICK USER GUIDE

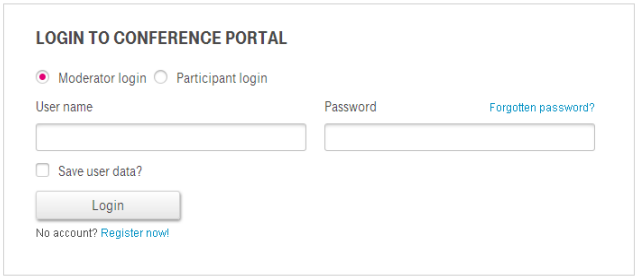
THE WEBMEETING AT A GLANCE

Arrange your web conferences easily from your office, home or on the road – with the WebMeeting. Share your desktop, collaborate on documents and files or start video conferences with up to eight participants!

FOR MODERATORS

1. LOGIN TO THE CONFERENCE PORTAL

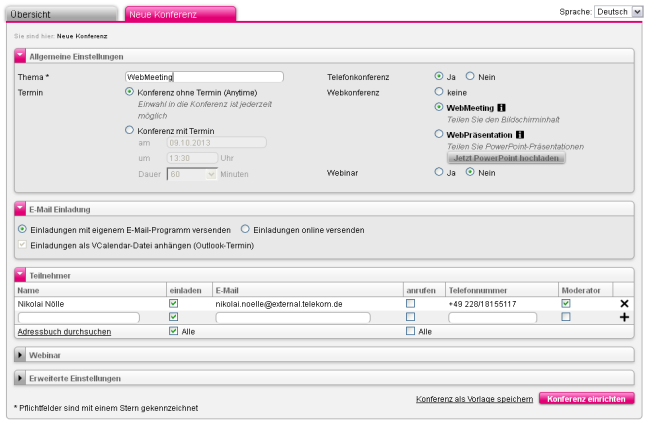
Start your WebMeeting by logging in to the conference portal by using your user name and password at www.telekom.de/conferenceportal. If you do not have any access data yet, please register for our services in the same place.



2. BOOK A WEBMEETING

Once you logged in, choose the tab “New conference”. Select, wether you like to have your WebMeeting at a certain date or anytime. On the right-hand side choose WebMeeting and decide if you also need an audio conference or not.

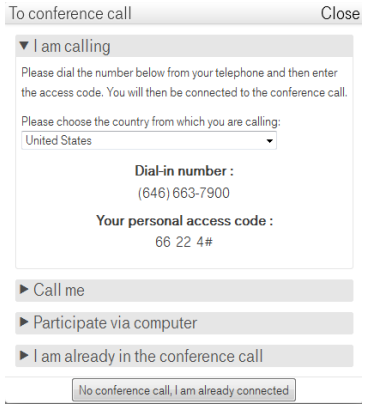
Subsequently, you can send your participants the access data. Therefore, you can send the invitation e-mail by web mail or with your own e-mail application. To complete the booking, please click the button on the bottom right. Your WebMeeting will now appear in the “Overview”.



3. WEBMEETING ACCESS FOR MODERATORS

A. WEBMEETING WITH TELEPHONE CONFERENCE

If you have booked a WebMeeting in combination with a telephone conference, please follow the link in your confirmation mail. Click the Button „To conference call“ and chose a dial-in option.


To conference call
Close
I am calling
Please dial the number below from your telephone and then enter the access code. You will then be connected to the conference call.
Please choose the country from which you are calling:
United States
Dial-in number :
(646) 663-7900
Your personal access code :
66 22 4#
Call me
Participate via computer
I am already in the conference call
No conference call, I am already connected

When you are connected to the telephone conference, the WebMeeting will start with one click on „Start web conference“

B. WEBMEETING WITHOUT TELEPHONE CONFERENCE

In order to start your WebMeeting without an audio conference, follow the link in your confirmation mail. Enter your data and the web conference will start immediately.

NOTE: For the booking and short-term initiation of our telephone and web conferences make use of our helpful free-of-charge tools.

[1] Compatible to Windows PCs from Windows 2000, Mac from OSX 10.5. Internet access with current browsers: IE from V 8.0, Firefox from V 3.6, Chrome from V 7.0, Opera from V 9.0 or Safari from V 3 with Java Plug-In rom Version 6

FOR PARTICIPANTS

MEETING ACCESS FOR PARTICIPAN

A. WEBMEETING INCL. TELEPHONE CONFERENCE

To join a WebMeeting as a participant, follow the link in your invitation mail. Enter your data and chose your access option by clicking „To conference call“. As soons as a moderator acitvates the session, the web conference starts automatically.

B. WEBMEETING WITHOUT TELEPHONE CONFERENCE

Follow the link in your invitation mail and enter your data requestes in your browser. As soon as a moderator acitvates the session, the web conference starts automatically.

FOR EVERYONE

THE MOST IMPORTANT FEATURES

1. Assign access rights to your participants and enable screen sharing or remote control e.g. fort he collaboration on.
2. Display of all participants and moderators.
3. Selection of visible shared applications, contents and windows.
4. Displays the shared contents like transmitted to the participants.
5. Chat function for silent or private communication.
6. File sharing for relevant contents and documents.
7. Video function to display your participants’ video.
8. Displays your own video for control and approval.
9. Log file records the most important events during the conference such as entry and exit of participants, change of names etc.